

Camp Supervisor, Part Time

Department: **Parks and Recreation**

Division: **Recreation Center**

Date: **March 7, 2022**

General Purpose

Responsible for the end-to-end planning and execution of assigned camp activities and related daily schedules. Must lead and direct camp staff, as assigned, to facilitate the daily schedule and camp activities.

Supervision Received

Works under the general guidance and direction of the Program Manager.

Supervision Exercised

Manages and directs camp staff, as assigned, in coordination with the Program Manager.

Essential Duties and Responsibilities

1. Train and manage camp staff ensuring their ability to execute the daily schedule as well as their ability to supervise and engage with children.
2. Implement strategies for managing different behaviors to help camp staff have a successful camp experience.
3. Develop activities that align with the camp theme.
4. Plan the daily schedule to allow for participants and camp staff to have a successful day.
5. Provide general supervision on all field trips.
6. Communicate with parents about participant engagement and upcoming camp events.
7. Assist with the camp staff in training program and the supervision of the CIT's.
8. Distribute medicine to campers and document all procedures.
9. Ensure equipment and facilities are in proper working conditions, reporting any issues to the Facility Manager and the Program Manager.

Minimum Qualifications

- Must be a minimum of 18 years of age.
- Must have experience in a recreation field, education field, or early childhood education program or have experience working with children.
- Current Cardiopulmonary resuscitation (CPR) and First Aid Certification or the ability to obtain certification within thirty (30) days of hiring.

Preferred Qualifications

- Previous experience as camp staff or similar work experience.

Knowledge, Skills, and Abilities

- Ability to communicate effectively verbally and in writing.
- Ability to effectively meet and deal with the public.
- Ability to make decisions in accordance with established department rules and Village ordinances, regulations, and policies.
- Ability to follow written or verbal instruction accurately and precisely.
- Working knowledge of computers and electronic data processing.
- Ability to handle stressful situations.

Tools and Equipment Used

Employee will be expected to use standard office equipment including, but not limited to, phone systems; personal computers; multipurpose scanner copy-fax-scanner machine; and various sports equipment.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is frequently required to stand, walk, and sit.

The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is variable.

Disclaimer

The physical demand and work environment characteristics described here are representative of those an employee encounters while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the Village and employee and is subject to change as the needs of the Village and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omissions of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of their personnel file. Additional copies of position descriptions may be requested through the Department Head.